

## B-25.3.1 Site Approval – Airfield Safety

Process Owner Team, Lead: [REDACTED]

Process Step	Associated Procedure	Resources
<b>25.3.1.1 Request Site Approval</b>	<p>Requesting Command/Project or Event Sponsor:</p> <ul style="list-style-type: none"> <li>Contact NAVFAC Public Works Department (PWD) Service Desk with additional project and contact information required for properly documenting request in the NAVFAC Work Induction System (WIS).</li> <li>Refer to and follow Business Management System (BMS) process B-25.3.4 Site Approval – Non-Safety step 25.3.4.1 Request Site Approval.</li> </ul>	<p><a href="#">B-25.3.4 Site Approval – Non-Safety</a> (see step 25.3.4.1 Request Site Approval)</p>
<b>25.3.1.2 Review and Assign Request</b>	<p>NAVFAC Public Works Department (PWD), Facility Management Division (FMD) Planning Supervisor, or Asset Management Branch Supervisor:</p> <ul style="list-style-type: none"> <li>Refer to and follow BMS process B-25.3.4 Site Approval – Non-Safety step 25.3.4.2 Review and Assign Request.</li> </ul> <p>NOTE: NAVFAC CONOPS stipulates FMD, Asset Management Branch, will "Support installation master planning and prepare site plans". "Site plans" are core elements of the CNIC-NAVFAC Site Approval Request (SAR) Process, in accordance with NAVFACINST 11010.45 (or latest version). For Airfield Safety, that also includes requirements for Naval Systems Air Command (NAVAIR) Airfield Safety Waivers (ASW) and the Federal Aviation Administration 7460-1 (Notice of Proposed Construction and Alteration process (Resource)).</p> <ul style="list-style-type: none"> <li>Review Installation Site Approval Resource Team (ISART) Resource or similar work process/product for due diligence with respect to Host/Tenant Command equities, with Facilities Planner.</li> <li>Ensure projects and events with potential off-base impacts are timely referred to Activity Community Planner Liaison Officer (CPLO).</li> <li>Confirm NAVAIR ASW of a prescribed type</li> </ul>	<p><a href="#">B-25.3.4 Site Approval – Non-Safety</a> (see step 25.3.4.2, Prepare Site Approval Documents)</p> <p><a href="#">NAVFAC Concept of Operations (CONOPS)</a></p> <p><a href="#">Unified Facilities Criteria (UFC) 3-260-01, Airfield and Heliport Planning and Design</a></p> <p><a href="#">NAVFAC AMB 2013-03, Airfield Safety Waivers (Obstructions)</a></p> <p><a href="#">Asset Management Bulletin 2014-03, AICUZ Waiver Request (Interim Process)</a></p> <p><a href="#">NAVAIR 00-80T-124-NATOPS US Navy-Airfield Operations Manual</a></p>

Process Step	Associated Procedure	Resources
	<p>(Temporary or Permanent) for (a) Facility, (b) Construction, and/or (c) Event, is the determination by ISART (or similar group) process as coordinated by Facilities Planner and concurred by Air Operations (AIROPS).</p> <p>NOTE: Proposals for the use of the airfield and runway that are unrelated to the primary mission or do not support the Distinguish Visitor (DV) program (e.g., Air Shows, Photo-Ops, Entertainment, etc.), require prior approval by the Installation Commanding Officer (ICO), or other higher authority.</p> <p>NOTE: Per Unified Facilities Criteria (UFC) 3-260-01, projects and upgrades that cause design deviations, including improvements proposed for existing facilities built under previous criteria not required under that old criteria, including those that support the airfield, are approved by the NAVFAC Chief Engineer (CHE), through the ICO and NAVFAC LANT. (This would be in addition to the SAR as may be required by NAVAIR (Airfield Safety), or another certification authority (e.g., Naval Ordnance Safety and Security Activity (NOSSA), for Explosives Safety)) (Resource).</p> <p>NOTE: On-Base construction, repair (and maintenance) projects, including crane activities (On/Off airfield) requiring Federal Aviation Administration (FAA) review, and/or violating UFC 3-260-01, to include Markings, Lighting, Apron and Taxiway clearances, require NAVAIR ASW from ICO via NAVAIR Infrastructure Business Operations Navy-NAVAIR-NAWC Support (IBONS) (Resource).</p> <p>NOTE: Projects and events in Clear Zones (CZ) and Accident Potential Zones (APZ), including crane operations, are covered under the Air Installation Compatible Use (AICUZ) program and may also require an AICUZ Waiver Request (AWR) (Resource).</p> <ul style="list-style-type: none"> <li>• Review and confirm, or lack thereof,</li> </ul>	

Process Step	Associated Procedure	Resources
	<p>potential criteria/compatibility violations and constraints that exist outside the approval authority of the ICO (e.g. Explosive safety, Electromagnetic Radiations (EMR) Safety, AICUZ Waiver, Small Arm Range Safety, Radiological Safety, Design Deviation, Host Nation Permission, including projects, upgrades, and major reconstruction in Federal Emergency Management Administration (FEMA) 100-Year Floodplains,etc.), and direct Facilities Planner to accomplish, as required.</p> <ul style="list-style-type: none"> <li>Confirm NAVAIR ASW and/or FAA 7460-01 filing is determined to be required by ISART (or similar group process) coordinated by Facilities Planner, and concurred by Air Operations (AIROPS), for airfield safety criteria violation(s) and other negative impact(s) to mission (Resource).</li> </ul>	
<p><b>25.3.1.3 Review Request Package</b></p>	<p>NAVFAC PWD/Asset Management Planner:</p> <ul style="list-style-type: none"> <li>Refer to and follow BMS process B-25.3.4 Site Approval – Non-Safety step 25.3.4.3 Review Request Package utilizing the ISART, or similar group process, as necessary.</li> <li>Refer to and follow NAVFAC AMB 2013-03, noting the definition of “Maintenance”, “Repair” and “Construction” in relation to projects on and off the airfield (Resource).</li> <li>Refer to and follow NAVAIR Guidance Temporary Construction Airfield Safety Waivers 12 Months or Less (Resource).</li> <li>Confirm type of NAVAIR ASW required for a specified period in consultation with Project Sponsor, Project Manager, Construction Inspector, and ISART, or similar group/process.</li> <li>Refer projects and events with potential off-base impacts to Activity CPLO, including those requiring review by the FAA per the 7460-01 process.</li> <li>Refer to and review “NAVFAC WIS &amp; NAVAIR ASW Requirements for Site Approval Request (June 2017)”, or latest</li> </ul>	<p><a href="#">B-25.3.4 Site Approval – Non-Safety</a> (see step 25.3.4.4 Prepare Site Approval Documents)</p> <p><a href="#">NAVFAC AMB 2013-03, Airfield Safety Waivers (Obstructions)</a></p> <p><a href="#">NAVAIR Guidance Temporary Construction Airfield Safety Waivers 12 Months or Less</a></p> <p><a href="#">NAVFAC WIS &amp; NAVAIR ASW Requirements for Site Approval Request (June 2017)-Final</a></p> <p><a href="#">FAA 7460-01-Notice of Proposed Construction or Alteration, 14CFR 77.7/77.9</a></p> <p><a href="#">AMB 2013-02 Asset Management eProjects Policy</a></p>

Process Step	Associated Procedure	Resources
	<p>guidance (Resource).</p> <ul style="list-style-type: none"> <li>Refer to and complete FAA 7460-01-Notice of Proposed Construction or Alteration, if necessary (Resource).</li> </ul> <p>NOTE: See Page 5 and 9 of "SAR Process-Airfield Safety Models."</p> <ul style="list-style-type: none"> <li>Reconcile/align request with data and other associated service requests from NAVFAC Work Induction System (WIS), if any.</li> <li>Update NAVFAC eProjects data, including milestones, if necessary, and ensure details and description for Products and Services (P&amp;S), V82 – Safety Approval Safety, Airfield, are identified and highlighted, and tracked to completion (Resource).</li> <li>Update eProjects data, including milestones, if necessary, within 7 days of receipt of FAA 7460-01 Determination Memorandum.</li> </ul>	
<b>25.3.1.4 Prepare Site Approval Document</b>	<p>PWD Planner/Asset Management:</p> <ul style="list-style-type: none"> <li>Prepare site approval documents and ensure requirements are completed consistent with BMS process B-25.3.4.3 (Review Request Package), including: <ul style="list-style-type: none"> <li>NAVFAC 11010/31 Part I, check Block 11, for Airfield Safety, under "Type of Request</li> </ul> <p>NOTE: If more than one safety criteria are impacted, a separate Part II must be completed for each according to certification authority requirement(s). Further, the ICO or Delegated Authority is the signatory under Section C, Block 3 and 4.</p> <ul style="list-style-type: none"> <li>NAVFAC 11010/31 Part II Division B – Airfield Safety, completing Blocks 1-9</li> <li>Project Location Plan</li> <li>Scaled GeoReadiness/GIS site plans/Maps showing proposed location of facility or event in relation to other facilities and agencies</li> </ul> </li> </ul>	<p><a href="#">NAVFACINST 11010.45, Site Approval Request</a></p> <p><a href="#">NAVFAC 11010_31 Part I and II Site Approval Forms</a></p> <p><a href="#">Unified Facilities Criteria (UFC) 3-260-01, Airfield and Heliport Planning and Design</a></p> <p><a href="#">UFC 2-000-05N, Facility Planning Criteria</a></p> <p><a href="#">FAA 7460-01-Notice of Proposed Construction or Alteration, 14CFR 77.7/77.9</a></p> <p><a href="#">DRA/ORM Template Form</a></p>

Process Step	Associated Procedure	Resources
	<p>potentially impacted by proposal</p> <ul style="list-style-type: none"> <li>○ Specialized Airfield Safety Graphic Data and Site Maps, in accordance with UFC 3-260-01 criteria for Airfield Imaginary Surfaces, including Primary Surface, Apron and Taxiway, Transitional Slope, Approach-Departure Slope, etc., impacts. (Contact PWD GeoReadiness (GRX) Support Staff for assistance, if necessary)</li> <li>○ Filing initial request for review the FAA 7460-01, Notice of Proposed Construction or Alteration, coordinated by AIROPS, and other stakeholders, as necessary, if applicable. Attach FAA Determination to SAR package (Resource).</li> <li>○ Environmental Checklist (EC) and/or NEPA/EO 12114 (for CONUS) and NAVFAC Form 5090-1 (for OCONUS), from Environmental, as required)</li> <li>○ Construction/Event Phasing Plan that provides a calendar and schedule of work areas and limits defining required aircraft and worker safety and security clearances), barricade management, maximum equipment height, and temporary fencing requirements delineated for each phase, to include identification of Restricted Areas requiring escorts, etc., Operational Risk Management "Deliberate Risk Assessment" (DRA) report for effective and prudent management of foreseeable risks, including those identified in the Construction/Event Phasing Plan (Resource).</li> <li>○ Letter of approval (if required, in response to request by letter)</li> <li>• Forward site approval package to PWD Environmental Personnel for their determination of National Environmental Policy Act (NEPA) compliance.</li> </ul>	
<b>25.3.1.5 Obtain</b>	PWD Environmental Personnel:	

Process Step	Associated Procedure	Resources
<b>Environmental Documents</b>	<ul style="list-style-type: none"> <li>• Provide signed Environmental Checklist, appropriate NEPA/EO 12114-Environmental Effects Abroad documentation and Record of Non Applicability, or NAVFAC Form 5090-1, Environmental Worksheet for OCONUS (if appropriate). PWD Planner may assist in preparing NEPA documentation, including Categorical Exclusion (CATEX) and other Environmental requirements under the purview of the latter.</li> </ul>	
<b>25.3.1.6 NAVAIR Review</b>	<p>PWD/Asset Management Planner:</p> <ul style="list-style-type: none"> <li>• Complete Blocks 1-9 NAVFAC 11010/31, Part II, Airfield Safety of Send Site Approval Package requesting a NAVAIR Airfield Safety Waiver (ASW) to Air Operations (AIROPS) personnel at the Installation for review.</li> </ul> <p>AIROPS Personnel:</p> <ul style="list-style-type: none"> <li>• Confirm receipt of copy of FAA 7460-01 Determination and concurrence, if applicable, if a NAVAIR ASW is required. <ul style="list-style-type: none"> <li>◦ If ASW or FAA 7460-01 filing is not required, AIROPS Personnel at the installation level may sign off on the site approval request package and return to the PWD Planner.</li> </ul> </li> <li>• If a waiver is needed, including for Air Show, AIROPS Personnel at Installation will coordinate the ICO ASW package that is initiated by PWD Planner, coordinated by the ISART, or similar group.</li> </ul> <p>NOTE: Many times, an Air Show, including Hot Air Balloons, will require other approvals by other authorities (e.g. atypical aircraft flight patterns) besides SAR directly for use of designated areas of the Airfield/Runway for the Air Show.</p> <ul style="list-style-type: none"> <li>• AIROPS will notify other stakeholders with equities on the airfield (e.g., Air Traffic Control, Security, Communications, Logistics, Safety, etc.), if AIROPS identify any issues of interest to stakeholders for coordinated response and action.</li> <li>• AIROPS Personnel will review sign the</li> </ul>	

Process Step	Associated Procedure	Resources
	<p>SAR package and Air Operations Program Manager will sign NAVFAC 121010/31, Part II, Division B, Airfield Safety and forward coordinated package back to PWD Planner/Point of Contact for further action.</p> <p>NOTE: Air Operations Management and Evaluation "Best Practice" require AIROPS be involved in the planning, initiation, development, review, and submission of Site Approval Requests and DD Form 1391 and other project documentation, including requests that trigger NAVAIR airfield safety waivers for construction and deviation for non-complying facilities, to include air shows, cranes operations and other equipment on/off the runway, per NAVFACINST 11010.45, Site Approval Request Process, or latest guidance.</p>	
<p><b>25.3.1.7 Compilation of Comments, Recommendation for Approval and Transmittal to NAVAIR</b></p>	<p>PWD/Asset Management Planner:</p> <ul style="list-style-type: none"> <li>Consolidate comments from AIROPS and other members of the ISART, or similar group process (e.g., Air Traffic Control, Security, Ground Electronics, Logistics, Air Wing Safety, etc.), and resolve any issues which may have been identified during review by the stakeholders.</li> <li>Brief Asset Management Branch Head, and FMD Director, Public Works Officer (PWO), if necessary on the status and conditions that may be of interest to the PWD leadership.</li> <li>Send stakeholder-coordinated SAR package, including documents identified in Section 25.3.1.4 (Prepare Site Approval Document), and FAA Determination Memorandum, if applicable, to the ICO through FMD/Public Works Officer, recommending approval and ICO signature on NAVFAC 11010/31, Part I, Section C, Block 3 and 4.</li> </ul> <p>NOTE: Due to Regional and other variations, local coordinating requirements may be slightly different.</p> <ul style="list-style-type: none"> <li>Send ICO-approved and AIROPS endorsed SAR to NAVAIR by uploading ICO memo,</li> </ul>	<p><a href="#">NAVAIR IBONS Portal</a></p>

Process Step	Associated Procedure	Resources
	<p>NAVFAC 11010/31 (Part I and II), Site Plan, FAA Determination Memo, DRA, Construction/Event Phasing Plan, DRA Report, in NAVAIR's Infrastructure Business Operations Navy-NAVAIR-NAWC Support System (IBONS) for review (Resource).</p>	
<p><b>25.3.1.8</b> <b>Brief PWO, AIROPS, and Stakeholder Group (e.g. ISART)</b></p>	<p>PWD/Asset Management Planner:</p> <ul style="list-style-type: none"> <li>• Provide responses to questions from NAVAIR during the review by NAVAIR, through IBONS and other means, as necessary.</li> <li>• Provide responses and request additional information for NAVAIR, from Project/Event Sponsor, if necessary.</li> <li>• Upon receipt of NAVAIR ASW, brief PWD leadership, and Stakeholders, and provide copies of the NAVAIR ASW to all the parties that coordinated the SAR package, including AIROPS, Air Wing Safety, Ground Electronics, Air Traffic Control, etc. (See Step 23.1.13 below).</li> <li>• Provide copies of the documentation to Project/Event Sponsor, noting any condition(s) stipulated in the SAR/ASW package as approved by the ICO/NAVAIR, if any.</li> <li>• Maintain a master waiver file for all airfield criteria violations.</li> </ul>	
<p><b>25.3.1.9</b> <b>Communicate Approval to Requesting Command</b></p>	<p>Installation Administrative Office (or PWD Delegated Authority (if letter required):</p> <ul style="list-style-type: none"> <li>• Prepare letter on official letterhead and obtain PWO signature.</li> <li>• Note every condition stipulated in the SAR/ASW package as approved by the ICO/NAVAIR/FAA, including major issues in the Deliberate Risk Assessment (DRA) Report, if there are any.</li> <li>• Forward letter and the following enclosures to requesting command: <ul style="list-style-type: none"> <li>○ PWO-signed NAVFAC 11010/31 Part I form</li> <li>○ Signed NAVFAC 11010/31 Part II</li> </ul> </li> </ul>	

Process Step	Associated Procedure	Resources
	<p>Division B Form</p> <ul style="list-style-type: none"> <li>Project Location Plan GRX/GIS scaled site plans</li> <li>Scaled site plan</li> <li>Signed EC and applicable NEPA documents</li> <li>Construction/Event Phasing Plan</li> <li>DRA Report for Risk Management and Control</li> <li>FAA 7460-1 Determination Memo, if applicable</li> <li>See Step 23.1.13 (below).</li> </ul>	
<b>25.3.1.10 File Documents and Update Data Stores</b>	<p>PWD/Asset Management Planner:</p> <ul style="list-style-type: none"> <li>Return to BMS process B-25.3.1 Site Approval – Airfield Safety step 25.3.1.9 File Documents and Update Database to close out project.</li> <li>Update eProjects data and milestones within 7 days of receipt of NAVAIR ASW.</li> <li>Update eProjects data, including milestones, within 7 days of receipt of NAVAIR ASW and ensure details for NAVFAC P&amp;S), V82 – Safety Approval Safety, Airfield, are current and tracked to completion.</li> <li>Provides data to Real Property Accountability Officer (RPAO) and GRX Support Staff within 7 days of receipt of NAVAIR ASW.</li> </ul>	<a href="#">B-25.3.4 Site Approval – Non-Safety</a> (see step 25.3.4.9 File Documents and Update Database)
<b>25.3.1.11 Update Data</b>	<p>Real Property Accountability Officer (RPAO):</p> <ul style="list-style-type: none"> <li>Update INFADS, if necessary.</li> <li>Provide data/information to PWD Planner and GRX Support Staff.</li> </ul>	
<b>25.3.1.12 Update Data</b>	<p>GeoReadiness (GRX) Support Staff:</p> <ul style="list-style-type: none"> <li>Update any applicable plans which might be altered by the SAR, including Geographic Information System (GIS)/GeoReadiness records, etc. (Note: This could be a temporary notation, such as “Proposed”, “Future”, “Under</li> </ul>	

Process Step	Associated Procedure	Resources
	Development”, etc.).	
<b>25.3.1.13</b> <b>Update NAVFAC</b> <b>WIS Data and</b> <b>Closeout</b>	<p>NAVFAC PWD/Asset Management Planner:</p> <ul style="list-style-type: none"> <li>Update eProjects data and milestones, to Closeout.</li> <li>Scan and save SAR documentation for the project/event in Portable Digital Format (PDF).</li> </ul> <p>NOTE: Preferably, the SAR documentation, including the Site Plan and GRX maps, NAVAIR ASW, FAA Determination memo, DRA for risk management, Project Phasing Plan, Stakeholder stipulations, etc., should all be in one electronic file).</p> <ul style="list-style-type: none"> <li>Save copy of SAR documentation on local disk for future review, inspections, and examinations.</li> <li>Forward copy of SAR documentation for record and situational awareness purposes, to NAVFAC LANT/NAVFAC LANT, Asset Management, as applicable.</li> <li>Closeout SAR and any additional documentation/information).</li> </ul>	<a href="#">NAVFAC Portal-Site Approval Request, NAVFAC HQ</a>